

79-0101/4

United States Government  
MEMORANDUMOffice of  
Personnel Management

Subject: Request for Designated Ethics Officials

Date: February 8, 1979  
In Reply Refer To:

From: Director, Office of Government Ethics

Your Reference:

To: Heads of Department, Independent Agencies  
and Government Corporations

Pursuant to the Ethics in Government Act of 1978, each department, agency and government corporation is required to designate an official to administer certain provisions of the Act (a "designated agency ethics official"). Although the Act does not establish specific qualifications, it was the intent of Congress that the person selected be a high level officer or employee possessing legal or other relevant background and sufficient experience to assess accurately possible relationships between the financial interests of high level officials and their respective duties, as well as to administer generally other conflict-of-interest matters.

The Act contemplates that one person within an agency be responsible for administering the Act. However, the functions of the designated agency ethics official may be delegated to persons of suitable training and experience, under the supervision of the designated agency official, who retains ultimate responsibility for ensuring compliance with the Act.

Please provide the name, phone number and mailing address of your designated official by March 1, 1979. The person so appointed must file a financial disclosure statement within 30 days of appointment as required by Section 201(a). A copy of this statement should be promptly transmitted to our office pursuant to Section 203(c).



Bernhardt K. Wruble